



## Paw Paw Downtown Development Authority

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### MEETING MINUTES

**February 20, 2023 • 5:30 p.m.**

DDA Office at the Carnegie Center

129 S. Kalamazoo St. Paw Paw

**Call to order** - Meeting of the Paw Paw Downtown Development Authority Board of Directors was called to order at 5:33 pm by Board Chair Mary Lou Hartwell.

**In attendance** – Mary Lou Hartwell, Kim Otten, Roman Plazczak, Harold Schuitmaker, Sarah Cox, Ellyn Jones, Terrie Simpkins, Jan Wartman, Will Joseph - Village Manager, Mary Springer – DDA Coordinator

**Absent** – Jim Whelan, Jason Deibler,

### **Guest-Nick Martinez**

**A MOTION** was made by Harold Schuitmaker and **SUPPORTED** by Kim Otten to approve the minutes of the January 16, 2023 Board meeting as presented. **MOTION CARRIED.**

**There were no Grant Application requests this month.**

**New Business:** Flower Hydration discussion of Phil Hover's impending retirement and the need to post the position and hire someone before Phil leaves.

### **Committee & Staff Reports – –**

William Joseph, the Village Manager, reported that the council would be meeting in one week to go over budgets. He has been working with Sarah Cox on the chili cook off event. Will also reported some property development going on in the Village. Parks and Rec. committee will be meeting and there are openings for new members if there is anyone interested.

Jan had questions about water requirements.

Terrie questioned the lack of salting and snow removal this year. Sarah agreed that this was a problem this winter. There was discussion.

Mary Springer gave the staff report. Summer Concerts are booked and contracts with musicians are coming in. Mary had Mary Lou review the contract with Naylor's and signed it and had a check cut for ½ so that the DDA could take advantage of the 20% early bird discount as well as the 20% discount for re-contracting their services. Had receptacles checked at the

amphitheater. Addressed the garbage issue from the dumpsters with Leonard and Tim and had community service volunteer clean up and rake around the Carnegie.  
Worked with Phil to get a job description for the flower careso we can get a job posting up. Business emails were updated on database. Sorted through some of the files to box and store. Working with Robin on the piece for Shoreline Magazine which goes out to all of the motels and many businesses. Mary inquired as to whether the board would be apposed to doing touch a truck event again for Paw Paw Days and Wine and Harvest Festival car shows. The event was a huge success at the 2022 PPD car show and street grand opening. There is no cost to the DDA other than Mary's time. The board agreed to sonsor the event.

### **Ongoing Business**

Will Joseph will get in touch with the Village Attorney about the agreement between the DDA and South Haven CVB.

There was discussion on the DDA budget

**A MOTION** was made by Harold Schuitmaker and **SUPPORTED** by Sarah Cox to accept the 2023-24 DDA budget proposal as presented by Will Joseph. **MOTION CARRIED.**

Sarah Cox reported on the progress of the Chili Walk. 16 businesses have signed up to participate with chili, events, sales and giveaways. There will be 5 celebrity judges, Roman, Doug Craddock, Trino Schincariol, and 2 from Kalamazoo menu. Concern about rest rooms was discussed. Terrie mentioned the parking situation on the south east block with discussion following.

**Adjournment** – The meeting adjourned at 6:45pm. (?)

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